

# DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

DES works with families, community organizations, advocates and state and federal partners to realize our collective vision that every child, adult, and family in Arizona will be safe and economically secure.

DES serves more than 3 million Arizonans. Our Mission is to make Arizona stronger by helping Arizonans reach their full potential through temporary assistance for those in need, and care for the vulnerable.

## EXECUTIVE DIRECTOR

**Arizona Developmental Disabilities Planning Council**

**3839 North Third Street, Phoenix, Arizona 85012**

**Salary: \$89,000 - \$99,500**

[www.azdes.gov](http://www.azdes.gov)

The State of Arizona is seeking a passionate, motivated, and creative Executive Director who demonstrates a strong understanding of the history of disability rights and the work that still lies ahead for the people of Arizona. The ADDPC is charged with supporting advocacy, capacity building, and systemic change activities that work toward promoting independence, productivity, self-determination, inclusion, and integration for people with intellectual and developmental disabilities (ID/DD) to achieve full and meaningful lives. The desired qualifications for this high-level leadership opportunity are described below.

### **Job Duties:**

The Executive Director is responsible for work of considerable complexity, internally and externally, at the programmatic and operational levels for administering the Statewide operations of the ADDPC. This individual plans, organizes, staffs, directs, coordinates, evaluates, and partners with colleagues, leaders, clients, and Federal, State, and local stakeholders to provide strategic, operational, and organizational leadership that strengthens the organization's capacity to realize its vision. These commitments include oversight of data collection that drives planning and evaluation of ADDPC

projects and initiatives; building strategic connections with key partners to advance the vision; ensuring ADDPC grants and funding initiatives are fiscally responsible and effective; researching and disseminating critical information to drive system change that breaks down barriers to inclusion; and working closely with individuals with ID/DD to drive the changes that are desired by the ID/DD community. Rooted in data and research, learning, and best practice, and customer and community voice, this individual champions ADDPC objectives and activities through an equity and culturally competency lens so that all Arizonans with ID/DD are positioned to benefit from social and economic investments in the State, regardless of race, gender, sex, sexual orientation, national origin, religion, disability, or place. The Executive Director provides oversight and compliance with Public Law 106-402, the Developmental Disabilities Assistance and Bill of Rights Act of 2000, and Executive Order 2014-09, ensuring all Federal reporting requirements are met.

**Knowledge, Skills, and Abilities:**

- Knowledge of Public Law 106-402, the Developmental Disabilities Assistance and Bill of Rights Act of 2000, and Executive Order 2014-09.
- Knowledge of ADDPC Mission, Vision, Values and Beliefs.
- Knowledge of program administration, program evaluation, and budget production and administration.
- Knowledge of applicable State and Federal reporting requirements.
- Knowledge of community engagement and partnership and media relations.
- Knowledge of strategic planning, development, and implementation.
- Knowledge of policy writing, program evaluation and/or measurement.
- Knowledge of principles and practices of administrative supervisory and work management techniques, effective communication skills, and interpersonal relations.
- Skill in communication, both written and verbal.
- Skill in creating, developing, monitoring, and evaluating programs for the ID/DD community.
- Skill in project and program management.
- Skill in leadership and partnership development, and managing and motivating personnel.
- Skill in grant and contract management and budget developm
- Skill in planning, writing, coordinating, communicating, and implementing policy strategies.
- Skill in analysis as applied to evaluation and interpretation of data.
- Ability to engage with diverse staff and leadership to promote trust, collaboration, and partnership with all constituents.
- Ability to provide training and support to other staff.
- Ability to analyze complex situations to determine appropriate short-term and long-term solutions.
- Ability to engage underrepresented populations and/or communities.
- Ability to review and evaluate the effectiveness of applicable program activities.
- Ability to interpret rules and substantive policy statements to assist all constituents.
- Ability to communicate and coordinate effectively with employees, State and Federal agencies, stakeholders, and the media.
- Ability to work independently and with a multidisciplinary team.

- Ability to identify outcomes and performance measures.
- Ability to develop reports for the organization, public, Legislature, and Governor's leadership.

#### **Qualifications:**

- Bachelor's degree or Master's degree in Public Administration, Public Health, Education, Sociology, Social Work, Psychology, or closely related field, and five years of managerial experience.

#### **Licenses and Certifications:**

- Successfully complete the Electronic Employment Eligibility Verification Program (E-Verify), applicable to all newly hired State employees.
- Successfully pass background and reference checks; employment is contingent upon completion of the above-mentioned process and the agency's ability to reasonably accommodate any restrictions.
- The position may require the possession of and ability to retain a current, valid state-issued driver's license appropriate to the assignment. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records, and must complete any driver training (see Arizona Administrative Code R2-10-207.12). Individuals may be required to use their personal motor vehicle.

#### **Why Should You Apply?**

We offer a competitive benefits package that is unmatched by the private sector and a culture that encourages team success and advocates for personal advancement.

- Affordable Health, Dental, Vision, and Life and Disability Insurance
- 10 holidays per year
- Paid Vacation and Sick time off - start earning it your 1st day
- Eligible to participate in the Public Service Loan Forgiveness Program (must meet qualifications)
- Contribute to, and participate in the Arizona State Retirement System
- Ride Share and Public Transit Subsidy
- Career Advancement Opportunities
- Tuition reimbursement
- Opportunity to work remotely (home office) on an ad-hoc basis

#### **Interested?**

Apply through [azstatejobs.azdoa.gov](https://azstatejobs.azdoa.gov). For questions about this career opportunity, please call Melissa Van Hook at (480) 231-4214.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting Rose Ibe at (928) 225-4382 or [RIbe@azdes.gov](mailto:RIbe@azdes.gov). Requests should be made as early as possible to allow time to arrange the

**accommodation. Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.**

Equal Opportunity Employer/Program ÿ Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI and VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, sex, national origin, age, disability, genetics, and retaliation. To request this document in an alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. ÿFree language assistance for DES services is available upon request.